

REQUEST FOR PROPOSALS FOR SECURITY SERVICES

The City of Biloxi is seeking proposals from qualified security firms to provide armed security services for the Biloxi Municipal Court. The security firm, if selected by the City, shall serve as an independent contractor, under the supervision and direction of the Municipal Court Administrator, and under the terms and conditions of a formal agreement approved by the Mayor and City Council, for a term of service not to exceed July 3, 2017.

Proposals may be reviewed by the Mayor, City Attorney, Chief Administrative Officer, Chief of Police, and Municipal Court Administrator (collectively, the "Selection Committee"), who may consider, evaluate and weigh terms, conditions, and factors relating to price, financial responsibility, technology, legal responsibilities as well as a security firm's "responsibility" concerning matters that relate to the prompt and efficient performance of the contract, including the security firm's honesty and integrity, skill and business judgment, experience and capability of performing the contract, conduct under previous contracts, and the quality of previous work, and a security firm's customer satisfaction in prior or other contracts or projects, stability and solvency, and management experience in similar contracts, and any oral interviews with the Selection Committee. The Selection Committee may negotiate terms and conditions with any one or more security firm(s) and interview any one or more of them, in order to make recommendations of final terms and conditions to the City Council. Upon final selection and determination made by the Mayor and approved by the City Council, a written contract may be awarded to the security firm whose proposal is determined by the governing authority to be qualified and in the best interest of the City. The City is not required to accept the lowest proposed compensation for these professional services.

All proposals shall be the property of the City.

Proposals should not include any proprietary information of the security firm or any information requiring confidentiality by the City of Biloxi.

Response to this RFP does not constitute acceptance of the proposal by the City of Biloxi.

Security firms should identify any known, current conflicts the security firm may have with the City or any of its personnel.

The City reserves the right to reject any and all proposals, waive any informality in the proposal accepted, and negotiate any and all terms and conditions with any person or firm responding to this Request for Proposals.

The City of Biloxi is an equal opportunity employer.

BID SUBMITTAL REQUIREMENTS

Sealed proposals will be received until 10:00 a.m. Wednesday, September 21, 2016. Please forward one (1) original and three (3) copies of the proposal in an envelope marked, "PROPOSALS FOR SECURITY SERVICES," to:

PROPOSALS SHALL BE DELIVERED TO THE MAYOR'S OFFICE, SECOND FLOOR, CITY HALL, 140 LAMEUSE STREET, BILOXI, MISSISSIPPI 39530 OR P.O. BOX 429, BILOXI, MISSISSIPPI 39533.

1. A letter of proposal on Company letterhead.
2. A schedule of monthly pricing fixed for the term of the contract, not to exceed July 3, 2017, for armed security personnel, as well as any supervisory personnel.
3. On a separate sheet(s), please provide the following information:
 - a. Executive Summary - The proposal should begin with an executive summary section providing a brief statement of the nature of the organization submitting the proposal, its corporate form and history, and its general area of business experience as it pertains to providing services similar in scope to those required under this RFP and in the manner required pursuant to this RFP.
 - b. Company Experience - The next section of the proposal should include a description of the vendor's experience in providing armed security guard services to other courts or entities. References must be provided, including names, titles and phone numbers of individuals in each customer agency listed. Include references for a minimum of three customers for whom your company has provided similar services within the last eighteen (18) months. Please include a brief description of the scope of services provided to the customer and the duration of the contract.
 - c. A description of how you propose to meet the requirements of the Statement of Work, including the staff that will be assigned.
 - d. A description of the escalation process to address personnel problems, including insubordination, absenteeism, poor performance, tardiness, etc. The security firm will also describe how it will deal with unexpected absences of security personnel caused by illness, failure to appear for work, etc. to ensure the full staffing of the screening function each day.
 - e. A description of your plan for covering break and lunch schedules.
 - f. A copy of your training plan/schedule for armed security guards.
 - g. A visual depiction of uniforms including any over coats or jackets.
 - h. State the number of employees working in the company and breakdown their assignments by category (a company organizational chart is acceptable).
 - i. List the number of years your company has been in business, under its present business name, providing armed security guard services.
 - j. List the total annual revenue of the company, and the total shareholder or partner equity of the company as reported in the closing financial statement from the most recent fiscal year.

- k. Any exceptions you might take to this RFP's General Provisions.

STATEMENT OF WORK

I. INTRODUCTION

The City of Biloxi is soliciting proposals from qualified vendors to provide armed security guard services for its Municipal Court.

II. GENERAL DESCRIPTION

City of Biloxi is seeking an independent contractor to provide armed security guard services at its municipal court located at 170 Porter Avenue, Biloxi, MS on the first floor. At the least, two (2) armed guards are necessary at all times that the Municipal Court is in session: one (1) armed guard is required inside of the courtroom, and at least one (1) guard is required at the weapons screening station (WSS) at the entrance to court. Generally, the WWS consists of a magnetometer and hand-held wand device. At certain times, as selected by the Court Administrator, two (2) security guards may be needed at the WWS.

The Court currently has need of security guards Monday through Thursday from 8:30 a.m. until all matters on the Court's docket have been heard, but not later than 5:00 p.m. This schedule is subject to change on 48 hours notice.

Security guards are needed in order to provide a safe, calm, secure, and peaceful environment for Court employees and citizens. It is imperative that the individual security guards be able to use his/her discretion to deal with elements which do not readily fall into a specific category. Specifically, the security firm will provide civilian personnel, numbers and hours of work to be determined by the Court Administrator, who, under the direction of the Court Administrator, will:

1. Operate the court's magnetometer equipment to screen visitors for weapons and other contraband.
2. Use hand held wand magnetometers to screen visitors for weapons and other contraband.
3. Search purses, hand bags, brief cases, etc.
4. Report any dangerous situations to sworn staff.
5. Monitor for suspicious behaviors.
6. Intervene and provide protection to Court staff and citizens in the event of an emergency.
7. Provide general information to the public.
8. Attend any required training sessions.

III. SPECIFIC REQUIREMENTS

The purpose of this Request for Proposal (RFP) is to solicit proposals from experienced security firms interested in the provision of security guard services at Biloxi Municipal Court facilities. City of Biloxi requirements are listed below.

1. Three (3) years or more experience for each guard;
2. Licensed through the State of Mississippi and in full compliance with all Mississippi law and regulation governing private security services;
3. Established mandatory and continuous-in-service training program provided to security guards; and
4. Completion of thorough background checks on all security guards sent to City of Biloxi facilities. City of Biloxi may conduct additional comprehensive background investigations on the security firm's personnel.
5. Supply all necessary weapons permits and checks in a form acceptable to the Biloxi Chief of Police.
6. All security guards are subject to screening, background checks, and interviews and approval by the Chief of Police prior to beginning service under this contract.

This is a request for armed staff services only. City of Biloxi will provide all screening equipment (magnetometers and hand held-wand devices).

The security firm will work the screening stations without Court personnel at the discretion of the Court Administrator. Security personnel will confer with the Court Administrator or their duly appointed agent(s) as issues arise in the course of performing the monitoring and screening functions.

SCOPE OF SERVICES (SPECIFICATIONS)

A. Term

The intended period of performance of the contract will end no later than July 3, 2017, with reasonable extension of the term in the City's discretion.

The contract will require that the security firm furnish uniformed security services with the proven ability to provide the required service as written within this RFP and particularly in the following "Scope of Services":

B. Security Firm Service Requirements

1. The security firms will be required to provide guard services for security and weapons screening for Court facilities, whereby security personnel assigned shall maintain strict client confidentiality at all times.
2. The security firm must also provide security guards with the ability to provide general security control; the security guard will summon the appropriate police/fire authority and/or appropriate Court personnel.

3. The security firm shall obtain from the Court Administrator, a written authorization for clearance to work for all security personnel at least 24 hours before they are initially assigned (or a later change in assignment of regular personnel). The City of Biloxi, Chief of Police and the Court Administrator reserve the right to review the credentials of each assigned security guard prior to approving them.
4. The City of Biloxi prohibits the use of arrest powers by security personnel. Security firms shall assume full liability for any of their employees in the exercise of any police authority.
5. A Security Firm Supervisor shall perform on-site visits of each security guard on duty, as a minimum, once per week per shift.
6. Security firms that receive a contract award will be required to staff each assignment with personnel that have been adequately briefed regarding the specific assignment and competently trained to handle it on a continual basis, until such time that the Court Administrator or their duly appointed agent determines that such staffing is no longer required or necessary.
7. Security firms that are awarded contracts must be able to collaborate effectively and receive direction from the Court's appointed designees.
8. The security firm shall, at the firm's expense, have all assigned guards complete the firm's established training program, and shall make evidence of such training available upon request. In addition, the security firm must provide a copy of their training plan/schedule along with their bid.
9. The security firm shall, at the firm's expense, conduct unannounced drug screening of security guards assigned to City of Biloxi facilities.
10. All Security Guards shall wear uniforms, in accordance with dress standards approved by the City of Biloxi. The security firm shall provide a proposal of uniforms, including any overcoats, jackets, and head gear prior to Contract award.
11. The security firm shall possess all necessary weapons permits and weapons checks in a form acceptable to the Biloxi Chief of Police.

C. Security Guard Requirements

1. The City of Biloxi desires a favorable image and considers it to be a major asset of a security service.
2. The Security firm's employees' appearance, personal hygiene, attitude, courtesy, and job knowledge needs to present a favorable image. No smoking, reading unauthorized material, eating, or grooming shall be permitted while guards are in public view. No personal phone calls will be permitted, except in an emergency.
3. Security Guards shall have normal concern for their own physical safety and shall take reasonable precautions not to place themselves or others in situations which would encourage violence.
4. The City of Biloxi prohibits the use of arrest powers by security personnel. In cases of self-defense or citizen's arrest, security personnel shall use

only that force necessary to affect an arrest or defend oneself. When necessary, the proper police authority shall be summoned. Security personnel shall always be cooperative with authorized emergency personnel, by providing assistance, while not interfering in the performance of their duties.

5. Security Guards shall use excellent discretion in dealing with situations that do not readily fall into specific categories.
6. Quality and experience of security guards and the services provided will be a critical element of the contract. As a minimum, all security guards shall meet the requirements of the Mississippi Department of Public Safety. Membership in the American Society for Industrial Security or other national trade associations will be considered desirable.
7. Security Guards shall be adequately trained and experienced in their specific duties, and in addition, the use of all-purpose fire extinguishers, drug/narcotics identification, bomb threat situations, the avoidance of violent situations, and be specifically trained for each piece of security equipment carried or used.
8. Security Guards must possess and exercise strong personal interactive skills when dealing with the public.
9. Security Guard's personal appearance must be exemplary. Security Guards will be expected to keep their clothing neat, clean, and well pressed at all times. Uniforms shall not have rips, tears, visible repairs, missing buttons, excessive tightness, or bagginess.
10. Security Guards shall monitor the magnetometer equipment for any unusual or suspicious weapons and investigate as necessary.
11. Security Guards shall log and report (on a daily basis) all incidents to the designated City of Biloxi personnel, including incidents to any member of the public.
12. Security Guards shall enforce adopted Court security policies when exercising their screening functions.
13. All security guards shall possess all necessary weapons permits and weapons checks in a form acceptable to the Biloxi Chief of Police.
14. Security Guards shall comply with all reasonable directives of Police and/or the Court designated personnel.

D. Facilities and Network Support

The City of Biloxi will provide the following as necessary:

1. Facilities
2. Magnetometers and hand-held wand devices

The sealed proposals will be opened at 10:00 AM, Monday, September 21, 2016, in the City Hall Council Chambers, 2nd floor, 140 Lameuse Street, Biloxi, MS 39530.

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Stacy L. Thacker, Municipal Clerk

(SEAL)

SEND PROOF OF PUBLICATION.

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